

Guidelines for Requesting an Exception to Policy for H1-B Visa

Procedures:

- A. Circumstances for which review of request for exception is performed by Associate Dean for Graduate Medical Education
 - a. Trainee has an existing H1-B visa from another U.S. academic institution
 - b. Trainee meets program selection criteria, as well as eligibility requirements for clinical practice in the State of California
 - c. Department Chair makes formal written request for exception to policy using sample letter for clinically active trainee
 - i. Include justification for exception and benefit to department and UCSD
 - ii. Provide supporting documents including CV
 - iii. Department understands that by law it must pay all applicable visa processing fees and that these fees cannot be paid by the trainee. In addition, funds the department may receive to support program administration, educational stipends, etc. cannot be used for this purpose.
 - d. Associate Dean for GME will review above materials and will determine if an exception to policy is warranted.
- B. If a request for an exception does not fall under an existing justification for exception to policy then it will need to be reviewed by the full GME Review Committee
 - a. Department Chair makes formal written request for exception to policy using sample letter for clinically active trainee
 - i. Documentation that trainee meets program selection criteria, as well as eligibility requirements for clinical practice in the State of California
 - ii. Provide justification for exception to policy and detail benefit to department and UCSD
 - iii. Provide supporting documents including CV
 - iv. Department understands that by law it must pay all applicable visa processing fees and that these fees cannot be paid by the trainee. In

addition, funds the department may receive to support program administration, educational stipends, etc. cannot be used for this purpose.

- b. GME Review Committee will meet in person or by conference call to discuss merits of request and determine whether exception to policy will be granted

Contact Information:

Office of Graduate Medical Education; <http://meded.ucsd.edu/gme/>